Osprey Approach: Employment - Disciplinary Proceedings Employee

This help guide was last updated on
Mar 21st, 2023

The latest version is always online at
https://support.ospreyapproach.com/?p=23073

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Osprey™ Approach

CLIENT DETAILS FW_EME

Client date of birth

Select a date

Client Salutation

Funding

Please Select

- Please Select
- Private
- Trade Union
- Legal Expenses
- No win no fee
- Public funding

Client gender

Please Select

- Please Select
- Male
- Female

Submit Cancel

EMPLOYER DETAILS FW_EME

Employer Company Name

Current Recipient

Please Select

- Please Select
- Dear Sirs
- Employer Contact 1
- Employer Contact 2
- Employer Contact 3
- Employer Contact 4

Employer Contact 1 Title

Employer Contact 1 Initials

Employer Contact 1 Forename

Employer Contact 1 Surname

Employer Contact 1 Email

Employer Contact 1 Tel

Employer Contact 1 at Main Address?

Please Select

- Please Select
- Yes
- No
- Not applicable

Employer Contact 1 Address

ALLOCATE A CUSTOM QUESTIONNAIRE

EMPLOYMENT DATES FW_EME

Employment Start Date

Select a date

Employment Termination Date

Select a date

Date of Dismissal

Select a date

Years with Employer

Date from which Time Limit Runs

Select a date

Limitation Date

Select a date

Date last paid

Select a date

Notice Period (Contract)

Notice Period (Actual)

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

JOB DETAILS FW_EME

Job Title

Employment Status

Hours per week

Submit Cancel

CONTRACT OF EMPLOYMENT / POLICIES FW_EME

Does client have a Contract of Employment?

Please Select

- Please Select
- Yes
- No

Has client supplied Contract of Employment?

Please Select

- Please Select
- Yes
- No
- Not applicable

Do we need a chronology?

Please Select

- Please Select
- Yes
- No

Has client supplied a chronology?

Please Select

- Please Select
- Yes
- No

Does employer have written disciplinary procedure?

Please Select

- Please Select
- Yes
- No
- Not Known

Has client supplied company disciplinary procedure

Please Select

- Please Select
- Yes
- No
- Not Known

Does employer have written grievance procedure?

EMPLOYMENT FINANCIAL DETAILS FW_EME

Gross Salary (annual)

0.00

Gross Salary (monthly)

0.00

Gross Salary (weekly)

0.00

Net Salary (annual)

0.00

Net Salary (monthly)

0.00

Net Salary (weekly)

0.00

Payment Period

Please Select

- Please Select
- Weekly
- Monthly
- Other

London Weighting?

Please Select

- Please Select
- Yes
- No
- Not applicable

London Weighting Amount

0.00

Bonus?

Please Select

- Please Select
- Yes
- No

Bonus Amount

0.00

TYPE OF CLAIM FW_EME

Unfair dismissal

Please Select

- Please Select
- Yes
- No

Discrimination - Age

Please Select

- Please Select
- Yes
- No

Discrimination - Disability

Please Select

- Please Select
- Yes
- No

Discrimination - Gender Reassignment

Please Select

- Please Select
- Yes
- No

Discrimination - Marriage / Civil Partnership

Please Select

- Please Select
- Yes
- No

Discrimination - Pregnancy / Maternity

Please Select

- Please Select
- Yes
- No

Discrimination - Race

Please Select

- Please Select
- Yes

EMPLOYER DETAILS FW_EME

Employer Company Name

Current Recipient

Please Select

- Please Select
- Dear Sirs
- Employer Contact 1
- Employer Contact 2
- Employer Contact 3
- Employer Contact 4

Employer Contact 1 Title

Employer Contact 1 Initials

Employer Contact 1 Forename

Employer Contact 1 Surname

Employer Contact 1 Email

Employer Contact 1 Tel

Employer Contact 1 at Main Address?

Please Select

- Please Select
- Yes
- No
- Not applicable

Employer Contact 1 Address

EMPLOYER DETAILS FW_EME

Employer Company Name

Current Recipient

Please Select

- Please Select
- Dear Sirs
- Employer Contact 1
- Employer Contact 2
- Employer Contact 3
- Employer Contact 4

Employer Contact 1 Title

Employer Contact 1 Initials

Employer Contact 1 Forename

Employer Contact 1 Surname

Employer Contact 1 Email

Employer Contact 1 Tel

Employer Contact 1 at Main Address?

Please Select

- Please Select
- Yes
- No
- Not applicable

Employer Contact 1 Address

ALLOCATE A CUSTOM QUESTIONNAIRE

EMPLOYER RESPONSE FW_EME

Employer response received?

Please Select

- Please Select
- Yes
- No

Submit Cancel

EMPLOYER DETAILS FW_EME

Employer Company Name

Current Recipient

Please Select

- Please Select
- Dear Sirs
- Employer Contact 1
- Employer Contact 2
- Employer Contact 3
- Employer Contact 4

Employer Contact 1 Title

Employer Contact 1 Initials

Employer Contact 1 Forename

Employer Contact 1 Surname

Employer Contact 1 Email

Employer Contact 1 Tel

Employer Contact 1 at Main Address?

Please Select

- Please Select
- Yes
- No
- Not applicable

Employer Contact 1 Address

ALLOCATE A CUSTOM QUESTIONNAIRE

EMPLOYER RESPONSE FW_EME

Employer response received?

Please Select

- Please Select
- Yes
- No

Submit Cancel

EMPLOYER DETAILS FW_EME

Employer Company Name

Current Recipient

Please Select

- Please Select
- Dear Sirs
- Employer Contact 1
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- Employer Contact 3
- Employer Contact 4

Employer Contact 1 Title

Employer Contact 1 Initials

Employer Contact 1 Forename

Employer Contact 1 Surname

Employer Contact 1 Email

Employer Contact 1 Tel

Employer Contact 1 at Main Address?

Please Select

- Please Select
- Yes
- No
- Not applicable

Employer Contact 1 Address

ALLOCATE A CUSTOM QUESTIONNAIRE

DISCIPLINARY HEARING DATE

Disciplinary Hearing Date

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

DISCIPLINARY HEARING OUTCOME

Does client wish to appeal?

Please Select

- Please Select
- Yes
- No

Appeal to be sent by (date)

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

DISCIPLINARY HEARING OUTCOME

Does client wish to appeal?

Please Select

- Please Select
- Yes
- No

Appeal to be sent by (date)

Select a date

Submit Cancel

EMPLOYER DETAILS FW_EME

Employer Company Name

Current Recipient

Please Select

- Please Select
- Dear Sirs
- Employer Contact 1
- Employer Contact 2
- Employer Contact 3
- Employer Contact 4

Employer Contact 1 Title

Employer Contact 1 Initials

Employer Contact 1 Forename

Employer Contact 1 Surname

Employer Contact 1 Email

Employer Contact 1 Tel

Employer Contact 1 at Main Address?

Please Select

- Please Select
- Yes
- No
- Not applicable

Employer Contact 1 Address

ALLOCATE A CUSTOM QUESTIONNAIRE

APPEAL HEARING

Appeal Hearing Date

Select a date

Submit Cancel

ALLOCATE A CUSTOM QUESTIONNAIRE

INSTRUCTIONS POST APPEAL

Client Instructions Post Appeal

Please Select

- Please Select
- Issue
- Settle
- Other

Client Instructions Post Appeal (other)

Submit Cancel

CLIENT ADVICE ON

DISCIPLINARY HEARING

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

CLIENT ADVICE POST APPEAL

(DISC)

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

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{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

CLIENT ADVICE PRIOR TO

APPEAL (DISC)

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

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{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: Disciplinary Hearing

We confirm that we have now received your outcome for the disciplinary. If you wish to appeal this disciplinary then you need to do this within [?] days and I calculate your appeal must be sent to your employer by [date].

If we need more time to appeal I can write to your employer and confirm that you intend to appeal and you will shortly provide them with full grounds.

If you are happy with the outcome then you do not have to appeal. If you are unhappy with the outcome and you intend to take matters further against your employer to a tribunal or you wish to try and encourage a settlement then you should appeal.

In my view the grounds of appeal you have are:

1.

You should note that your employer can change the decision of the disciplinary at the appeal. This includes reinstatement/dismissal. If you do not want to be reinstated then we need to make this clear. Otherwise you may have to accept the reinstatement if that is what they decide or resign. We will discuss this further should the situation arise.

As a rule of thumb anything you miss out at your appeal you will find it hard to raise at a letter date e.g. at a tribunal hearing.

If you do not wish to attend a hearing for the appeal you can ask that they deal with you in writing, however your employer may insist on you attending the meeting.

Please let me know if you would like me to draft your appeal.

If you have any queries please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

CLIENT LETTER ADVISING ON

DISCIPLINARY HEARING DATE

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Dear **{** MERGEFIELD FW_CLI_INFO_EME_FW_SALUTATION **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

I write to inform you that a disciplinary hearing has been listed at **{** MERGEFIELD FW_EMP_HRTGS_FW_DSCHRG_TM **}** on **{** MERGEFIELD FW_EMP_HRTGS_FW_DSCHRG_DT \@ "d MMMM yyyy"**}**, at **{** MERGEFIELD FW_EMP_HRTGS_FW_DSCHRG_LC **}**.

I should be grateful if you would please let me know if you are unable to attend this hearing for any reason as soon as possible.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

DRAFT APPEAL LETTER TO

CLIENT FOR APPROVAL (DISC)

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

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{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

DRAFT APPEAL LETTER TO

EMPLOYER (COMPANY) (DISC)

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM **}**
{ MERGEFIELD FW_EMPLOYER_FW_EMPR_MN_ADR **}**

Dear Sirs

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

DRAFT APPEAL LETTER TO

EMPLOYER (CONTACT 1) (DISC)

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_EMPCONT_1_FW_EMPCONT1_TTL **} {** MERGEFIELD FW_EMPCONT_1_FW_EMP_CONT1_IN **} {** MERGEFIELD FW_EMPCONT_1_FW_EMPCONT1_SN **}**

Dear **{** MERGEFIELD FW_EMPCONT_1_FW_EMPCONT1_TTL **} {** MERGEFIELD FW_EMPCONT_1_FW_EMPCONT1_SN **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

DRAFT APPEAL LETTER TO

EMPLOYER (CONTACT 2) (DISC)

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_EMPCONT_1_FW_EMPCONT2_TTL **} {** MERGEFIELD FW_EMPCONT_1_FW_EMPCONT2_IN **} {** MERGEFIELD FW_EMPCONT_1_FW_EMPCONT2_SN **}**
{ MERGEFIELD FW_EMPCONT_1_FW_EMPCONT2_ADD **}**

Dear **{** MERGEFIELD FW_EMPCONT_1_FW_EMPCONT2_TTL **} {** MERGEFIELD FW_EMPCONT_1_FW_EMPCONT2_SN **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

DRAFT APPEAL LETTER TO

EMPLOYER (CONTACT 3) (DISC)

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_EMPCONT_2_FW_EMPCONT3_TTL **} {** MERGEFIELD FW_EMPCONT_2_FW_EMPCONT3_IN **} {** MERGEFIELD FW_EMPCONT_2_FW_EMPCONT3_SN **}**
{ MERGEFIELD FW_EMPCONT_2_FW_EMPCONT3_ADD **}**

Dear **{** MERGEFIELD FW_EMPCONT_2_FW_EMPCONT3_TTL **} {** MERGEFIELD FW_EMPCONT_2_FW_EMPCONT3_SN **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

DRAFT APPEAL LETTER TO

EMPLOYER (CONTACT 4) (DISC)

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_EMP_WITDET_2_FWWIT4TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT4INTS **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT4SURNAME **}**
{ MERGEFIELD FW_EMP_WITDET_2_FWWIT4ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT4TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT4SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

DRAFT LETTERS TO CLIENT FOR

APPROVAL (DISC)

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
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Suite 1, Falstaff House
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WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

LETTER TO CLIENT CONFIRM

APPEAL LETTER SENT (DISC)

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

LETTER TO CLIENT CONFIRM

DISCIPLINARY LETTER SENT

PRACCTICE
SOLICITORS

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Suite 1, Falstaff House
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WR14 1JJ
T: 0330 060 4940

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{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

WITHOUT PREJUDICE LETTER TO

EMPLOYER - COMPANY (DISC)

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

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Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM **}**
{ MERGEFIELD FW_EMPLOYER_FW_EMPR_MN_ADR **}**

Dear Sirs

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

We have been instructed by our client **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_FORENAME_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**. We have set out our client's position in his/her disciplinary/open letter.

Brief details of the strength of your case.

It is clear, from the manner in which our client has been treated that our client continuing employment with the Company is untenable for both parties.

We have advised our client that if he/she was to pursue a claim in the Employment Tribunal, he/she would be successful. No doubt you are aware that the limits for unfair dismissal award are £88,519.00 and the awards for discrimination are unlimited.

If the situation is not resolved amicably, our client will be left with no option but to file such claims in the Employment Tribunal.

Our client has advised us that he/she would be prepared to sign a Settlement Agreement provided he/she receives the following:

1. His contractual notice; **{** MERGEFIELD FW_EMP_TRMS_DTS_FW_NOTICE_CNTR **}**
2. (?) months' gross pay; £
3. accrued but untaken holiday pay; **{** MERGEFIELD FW_EMP_CLM_DET_FW_HOL_PAY_AMT \# £#,##.00**}**
4. Injury to feeling of **{** MERGEFIELD FW_EMP_CLM_DET_FW_INJ_FLGS_AMT \# £#,##.00**}**

Further, our client would want an agreed reference and a contribution to his/her legal fees of £**{** MERGEFIELD FW_EMP_SETT_AG_FW_CONTRIB_AMT **}**. This would of course increase if matters are not resolved quickly.

Our client has made an offer very early in order to try and resolve matters amicably and in the interest of all parties concerned. Our client is disappointed with the way he/she has been treated but would like a resolution.

We look forward to hearing from you.

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

WITHOUT PREJUDICE LETTER TO

EMPLOYER – CONTACT 1 (DISC)

PRACCTICE
SOLICITORS

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Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_EMPCONT_1_FW_EMPCONT1_TTL **} {** MERGEFIELD FW_EMPCONT_1_FW_EMP_CONT1_IN **} {** MERGEFIELD FW_EMPCONT_1_FW_EMPCONT1_SN **}**

Dear **{** MERGEFIELD FW_EMPCONT_1_FW_EMPCONT1_TTL **} {** MERGEFIELD FW_EMPCONT_1_FW_EMPCONT1_SN **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

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Brief details of the strength of your case.

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We look forward to hearing from you.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

WITHOUT PREJUDICE LETTER TO

EMPLOYER – CONTACT 2 (DISC)

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**

Your Ref:

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{ MERGEFIELD FW_EMPCONT_1_FW_EMPCONT2_ADD **}**

Dear **{** MERGEFIELD FW_EMPCONT_1_FW_EMPCONT2_TTL **} {** MERGEFIELD FW_EMPCONT_1_FW_EMPCONT2_SN **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
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WITHOUT PREJUDICE LETTER TO

EMPLOYER – CONTACT 3 (DISC)

PRACCTICE
SOLICITORS

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Dear **{** MERGEFIELD FW_EMPCONT_2_FW_EMPCONT3_TTL **} {** MERGEFIELD FW_EMPCONT_2_FW_EMPCONT3_SN **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

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WITHOUT PREJUDICE LETTER TO

EMPLOYER – CONTACT 4 (DISC)

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enquiries@pracctice.com
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{ MERGEFIELD FW_EMP_WITDET_2_FWWIT4ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT4TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT4SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

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{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

CHASE EMPLOYER FOR

RESPONSE (COMPANY) (DISC)

PRACCTICE
SOLICITORS

www.demoospreyapproach.com
enquiries@pracctice.com
Suite 1, Falstaff House
Malvern
WR14 1JJ
T: 0330 060 4940

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Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **} }{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ MERGEFIELD FW_EMPLOYER_FW_EMPR_CO_NM **}**
{ MERGEFIELD FW_EMPLOYER_FW_EMPR_MN_ADR **}**

Dear Sirs

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Yours faithfully

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

CHASE EMPLOYER FOR

RESPONSE (CONTACT 1) (DISC)

PRACCTICE
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Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

CHASE EMPLOYER FOR

RESPONSE (CONTACT 2) (DISC)

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Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
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CHASE EMPLOYER FOR

RESPONSE (CONTACT 3) (DISC)

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Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

CHASE EMPLOYER FOR

RESPONSE (CONTACT 4) (DISC)

PRACCTICE
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{ MERGEFIELD FW_EMP_WITDET_2_FWWIT4ADDRESS **}**

Dear **{** MERGEFIELD FW_EMP_WITDET_2_FWWIT4TITLE **} {** MERGEFIELD FW_EMP_WITDET_2_FWWIT4SURNAME **}**

Re: { MERGEFIELD LINKNAME_FORENAME_1 } { MERGEFIELD LINKNAME_SURNAME_1 }

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }

CLIENT ADVICE ON APPEALING

DISCIPLINARY HEARING

PRACCTICE
SOLICITORS

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{ MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_INITIALS_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**
{ MERGEFIELD CALCULATION_ADDRESS **}**

Dear **{** MERGEFIELD LINKNAME_TITLE_1 **} {** MERGEFIELD LINKNAME_SURNAME_1 **}**

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

We confirm that we have now received your outcome for the disciplinary. If you wish to appeal this disciplinary then you need to do this within [?] days and I calculate your appeal must be sent to your employer by **{** MERGEFIELD FW_EMP_HRTGS_FW_APPEAL_DUE \@ "d MMMM yyyy"**}**.

If we need more time to appeal I can write to your employer and confirm that you intend to appeal and you will shortly provide them with full grounds.

If you are happy with the outcome then you do not have to appeal. If you are unhappy with the outcome and you intend to take matters further against your employer to a tribunal or you wish to try and encourage a settlement then you should appeal.

In my view the grounds of appeal you have are:

1.

You should note that your employer can change the decision of the disciplinary at the appeal. This includes reinstatement/dismissal. If you do not want to be reinstated then we need to make this clear. Otherwise you may have to accept the reinstatement if that is what they decide or resign. We will discuss this further should the situation arise.

As a rule of thumb anything you miss out at your appeal you will find it hard to raise at a letter date e.g. at a tribunal hearing.

If you do not wish to attend a hearing for the appeal you can ask that they deal with you in writing, however your employer may insist on you attending the meeting.

Please let me know if you would like me to draft your appeal.

If you have any queries please do not hesitate to contact me.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }